

FY 2003/2004

LEON COUNTY BUDGET CALENDAR

DECEMBER

DATE	ACTIVITY	PARTICIPANTS
Monday, December 9, 2002	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

JANUARY

DATE	ACTIVITY	PARTICIPANTS
Tuesday, January 14	Tentative Budget Calendar to Board	BOCC County Administrator Office of Management & Budget (OMB)
Friday, January 10	Management Services distributes the Management Services Matrix	Management Services Administration
Friday, January 31	Management Services submission of all schedules to OMB for inclusion in Budget Development Manual	Facilities, Fleet, Human Resources, Management Information Systems, Purchasing

FEBRUARY

DATE	ACTIVITY	PARTICIPANTS
Tuesday, February 11	Workshop - Review of County Tax Revenues and Millage	BOCC OMB
Tuesday, February 18	Ratification of Feb. 11 Workshop	BOCC OMB
Tuesday, February 18	Possible Policy Issue Agenda Item to BOCC	BOCC County Administrator OMB
Friday, February 21	Distribute Budget Development Manual and Associated Forms	OMB
Friday, February 21 & Monday, February 24	OMB conducts training on budget forms	OMB Departments/Divisions Constitutionals Officers Judicial Officers
Friday, February 21	County Administrator, Facilities Management and OMB review Capital Improvement Program (CIP) request to Facilities	County Administrator Facilities Management OMB
Friday, February 28	Management Services responds to Department/Division request	Management Services

FY 2003/2004 LEON COUNTY BUDGET CALENDAR

MARCH

DATE	ACTIVITY	PARTICIPANTS
Monday, March 24	Submission of budget request to OMB	Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, March 25	Workshop - Elimination of Fire Services MSTU (Public Service Utility Tax)	BOCC OMB

APRIL

DATE	ACTIVITY	PARTICIPANTS
Tuesday, April 8	Ratification of March 25 Workshop	BOCC OMB
Tuesday, March 25 -Friday, April 25	OMB reviews budget submissions and determines initial recommendations	OMB
Monday, April 28 - Friday, May 2	Meetings to discuss budget submissions and OMB recommendations	OMB Group Directors Departments/Divisions
Tuesday, April 29	Mid-Year Financial Report to Board	BOCC OMB

MAY

DATE	ACTIVITY	PARTICIPANTS
Wednesday, May 14 - Friday, May 16	County Administrator Executive Hearings to review operating and capital budget	County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers

JUNE

DATE	ACTIVITY	PARTICIPANTS
Monday, June 2	Estimate of assessed property value (FS 200.065 [7])	Property Appraiser
Monday, June 2	Submission of Property Appraiser's budget to Department of Revenue (FS 195.087[1][a])	Property Appraiser
Tuesday, June 10	Workshop with BOCC to review tentative budget balancing strategies and provide policy guidance	BOCC County Administrator OMB
Wednesday, June 11 - Monday, July 7	OMB completes Tentative Budget/5-Year Plan and CIP	OMB
Tuesday, June 24	BOCC ratifies actions of June 10, 2003 workshop	BOCC OMB

FY 2003/2004

LEON COUNTY BUDGET CALENDAR

JULY

DATE	ACTIVITY	PARTICIPANTS
Tuesday, July 1	Property Appraiser certifies property values to BOCC (FS 200.065 [1] & 200.065 [11])	Property Appraiser
Tuesday, July 15	Submission of Tentative Budget/5-Year Plan and CIP to BOCC (FS 129.03[3])	BOCC County Administrator OMB
Tuesday, July 22	Public Hearing on Tentative Budget/5-Year Plan and CIP *Public Hearing will start at 6:00 PM	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, July 22 - Wed, July 23	Board Workshops on Tentative Budget/5-Year Plan and CIP	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Wed, July 23 (tentative, at conclusion of workshops)	BOCC authorizes maximum millage rates to certified to Property Appraiser	BOCC County Administrator OMB
Thursday, July 31	Submission of Tax Collector's Budget request to State Dept. of Revenue and BOCC (FS 195.087 [2])	Tax Collector

AUGUST

DATE	ACTIVITY	PARTICIPANTS
Tuesday, August 5	Notification of Property Appraiser of proposed millage rates, rolled back rates, date, time, and place of First Public Hearing (FS 200.065 [2] [b])	OMB
Friday, August 15	Property Appraiser's Budget - BCC comment period ends and final budget amendments from Dept of Revenue (FS 195.087)	BOCC OMB Property Appraiser Department of Revenue
Friday, August 22 (Tentative)	Property Appraiser mails Truth In Millage (TRIM) notices (FS 200.065 [2] [b])	Property Appraiser

FY 2003/2004

LEON COUNTY BUDGET CALENDAR

SEPTEMBER

DATE	ACTIVITY	PARTICIPANTS
Tuesday, September 16	First Public Hearing to adopt proposed millages and budgets (FS 200.0265 [2][c] & 129.03[3][c])	BOCC County Administrator OMB
Saturday, September 20	Publish notice for Final Public Hearing in newspaper (FS 200.065[2][d])	OMB
Tuesday, September 23	Second and Final Public Hearing to adopt final millages and budgets (FS 200.065[2][d]) & 129.03[3][c])	BOCC County Administrator OMB
Friday, September 26	Submit resolutions to Property Appraiser and Tax Collector (FS 200.065[4])	OMB

OCTOBER

DATE	ACTIVITY	PARTICIPANTS
Wednesday, October 1	Beginning of New Fiscal Year	
N/A	Certification of final taxable values (FS 200.065[5])	Property Appraiser
N/A	Adjustment to adopted millage rates (if greater than +/- 1% for General Fund, +/- 3% for MSTUs) (FS 200.065 [5])	County Administrator OMB
Wednesday, October 22	Certificate of Compliance submitted to Dept. of Revenue (FS 200.065 & 200.068)	OMB